

5. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

25X1A



6. Employee Survey: Employee survey forms received are now nearing the 2600 mark. We are doing preliminary analysis of the responses based on the first 2200 and will update the analysis after we close the processing of returns.

7. EAA Store: The Kodak Company has provided the EAA Store with one of their new "instant" cameras for familiarization and demonstration. They should be available for sale in approximately one week. The least expensive model will sell for approximately \$40. Film will cost approximately \$5.00 for a 10-exposure pack.

8. Insurance: GEHA's Accidental Death and Dismemberment Insurance, FAP, until recently permitted male employees to insure their wives but excluded husbands of female employees from being covered under the plan. The underwriter of the plan indicated that this was done because husbands are more likely to be in accident-prone jobs than wives. Since some female employees have expressed an interest in insuring their husbands (non-Agency employees) the underwriter was asked to remove this eligibility restriction. In response, the underwriter has issued a rider to the policy permitting female employees to buy FAP insurance to insure their husbands.

Coming Events:

1. The Combined Federal Campaign will run from 9 September through 29 October 1976. A lead-off program will be held in the Agency auditorium on 9 September at 2 p.m. Keypersons of the Campaign will attend to see a film and be addressed by Mrs. Patricia Ensor, a CFC spokeswoman. Office space has been obtained in 1016 Ames Building for conducting the Campaign.

2. The Annual Awards Ceremony will be held in the auditorium at 2:45 p.m. on 17 September on the occasion of the Agency's 29th anniversary. Forty employees representing the 2,345 who are eligible for 10-, 15-, 20-, and 25-year length-of-service certificates will receive their certificates from the Director. Mr. Bush will also address the assembled group.

3. The September Personnel Officers' Meeting will be held in the auditorium at 10:30 a.m. on 8 September. In addition to speakers from OP, Dr. [ ] of OMS will address the group. 25X1A

4. The FES standard and benchmark positions on the Mail and File Series have been drafted and will be tested by PMCD officers in a week or so. On completion of this test, the standard will then be discussed with Directorate representatives to ensure accuracy of information.

5. The Skills Session on 22 September will provide an overview of the activities of Central Processing Branch, the Administrative Allowance Committee, and the Travel Policy Committee.

6. We expect to review the completed APP formats from Printing Services Division and will forward the covering memorandum to the DDCI for signature and release of the Plan to the various Career Services.

7. We will begin work on the final review of Office of Personnel Memoranda, for updating as soon as possible.

[ ]  
F. W. M. Janney

25X1A

Dist:

- 0 & 1 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
- 1 - Subject File
- 1 - D/Pers Chrono

25X1A

OD/Pers/[ ]:jmm (6 Sep 76)